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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: April 11, 2002
RE: Check Stock and Check Envelope Change

Effective when the first checks are written in July 2002 for the following series of checks, the current box check stocks will be consolidated to one rolled paper stock:

- ◆ SAM II Financial/HR Systems A, P, and T series checks
- ◆ Social Services J, K, L, and M series checks
- ◆ Revenue C and F series checks

The size of the new rolled check stock will be eight inches. Departments of Social Services and Revenue currently use eight inch box check stock. The Office of Administration's current Series A, P, and T box check stock is seven inches. Therefore, the Office of Administration will be changing to the eight inch stock in July 2002.

Because of the change in the check stock size from seven inches to eight inches effective July 2002, a different check envelope will need to be used for the distribution of A, P, and T series checks. OA/Accounting has worked with OA/General Services/Forms Management and Missouri Vocational Enterprises to develop a new window envelope for check distribution. The form number for the new window checks envelope developed for OA/Accounting is Form Number MO-300-1807.

If your agency distributes A, P, or T series checks using window envelopes, your agency will need to **immediately** send a Printing Requisition to OA/Forms Management requesting a 3 5/8 x 8 5/8 window envelope with window size 1 x 3 1/2. The requisition should also state the desired return address for your agency. Form's Management has asked that you also include a reference to OA/Accounting's Form Number MO-300-1807.

Please refer to the Missouri Vocational Enterprises (MVE) memorandum dated February 11, 2002 in regard to the MVE printing cut-off date.

State Agencies
Page 2
April 11, 2002

Because the State is going to one check stock for the A, P, T, J, K, L, M, C, and F series checks, the color of the checks will be green. Also, if the check stub is attached, it will be to the right of the check.

If you have any questions in regard to the information supplied in this memorandum, please contact your Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact the OA/Accounting Agency Customer Service Coordinators desk when necessary.